

CREATE A PROJECT/WBS ELEMENT

- 1) Menu Path is: Accounting > Project System > Basic Data > Work Breakdown Structure (WBS) > CJ01 Create
- 2) Enter the project definition. C, F, or O followed by the business area number followed by the MOF, Grant number, or other identification.

Project Edit Goto WBS element Details Extras System Help

✓ [File Icon] ◀ ▶ ↺ ↻ ✕ 🖨️ 📁

Create Project: Initial Screen

🕒 📄 Open number

Project Def. c.0610. instructions ⛶

Project Profile [Empty Field] 📄

Template

Project def. [Empty Field]

Std proj. def. [Empty Field]

☐ With WBS Documents

☐ Template Profile Data

- 3) Enter the project profile, depending on what type of project you are creating. Enter or click the green check.

Create Project: Initial Screen

Project Def. o. 0610. instructions

Project Profile

- Capital project profile
- Federal project profile
- Other project profile
- Private foundation project profile
- State project profile

Template

Project def.

Std proj. def.

☐ With WBS Docu

☐ Template Profile Data



CREATE A PROJECT/WBS ELEMENT

- 4) Type in a project description.

Create Project: Project Definition

Project Def. C. 0610. INSTRUCTIONS instructions to create a project

- 5) Select Person Responsible from drop down list.

Number of the responsible person (project)

Respo...	Name of resp.person
00000001	Private Foundation
00000002	Capital Project
00000003	Other
00000010	Dept of Agriculture
00000011	Dept of Commerce
00000012	Dept of Defense
00000014	Dept of Hsng & Urban Dev
00000015	Dept of the Interior
00000016	Dept of Justice
00000017	Dept of Labor
00000019	Dept of State
00000020	Dept of Transportation
00000021	Dept of the Treasury
00000027	Office of Personnel Mgmt
00000029	Comm on Civil Rights
00000030	Equal Employment Opp Comm
00000032	Fed Communications Comm
00000036	Federal Trade Commission
00000039	General Services Admin

CREATE A PROJECT/WBS ELEMENT

- 6) Select Applicant No. from drop down list.

Create Project: Project Definition

Project Def. C. 0610. INSTRUCTIONS

Basic data Control data Administration Long

Status
System Status CRTD
User status

Project coding mask
Screen C. 0000. XXXXXXXXXXXXXXXX Mask ID

Responsibilities
Person Respons. 00000002
Applicant no. 00099999

Dates
Start date
Finish date
Factory calend. US
Fost start date
Finish date (F)

Restrictions

Appl.no.	Applicant
00096002	Social Security_Retiremen
00096003	Social Security_Special B
00096004	Social Security_Survivors
00096005	Special Benefits for Disa
00096006	Supplemental Security Inc
00096007	Social Security_Research
00096008	Social Security_Benefits
00096020	Special Benefits for Cert
00097001	Speical Projects
00097004	ST DOM Preprdnss EQUIP
00097021	Hazardous Mat Ast CERCLA
00097023	CAP-SSSE
00097029	FLOOD MITIGATION ASST
00097032	CRISIS COUNSELING
00097036	PUBLIC ASSISTANCE GRNT
00097039	HAZARD MITIGATION GRT
00097040	CHEMICAL STOCKPILE
00097042	ER MGMT PERFORMANCE
00097047	PRE-DISASTER MITIGATION
00097051	IND&HOUSEHLD OTHER
00097051	S/L ER OPS PLANNING
00097052	ER OPERATIONS CENTRS
00097053	CITIZEN CORPS
00097054	CERT
00099999	Not a Federal grant

- 7) Enter Business Area.

Basic data Control data Administration Long

Status
System Status CRTD
User status

Project coding mask
Screen C. 0000. XXXXXXXXXXXXXXXX Mask ID

Responsibilities
Person Respons. 00000002
Applicant no. 00099999

Organization
CD area ARK
Company code ARK
Business area 0610
Plant
Location

Dates
Start date



CREATE A PROJECT/WBS ELEMENT

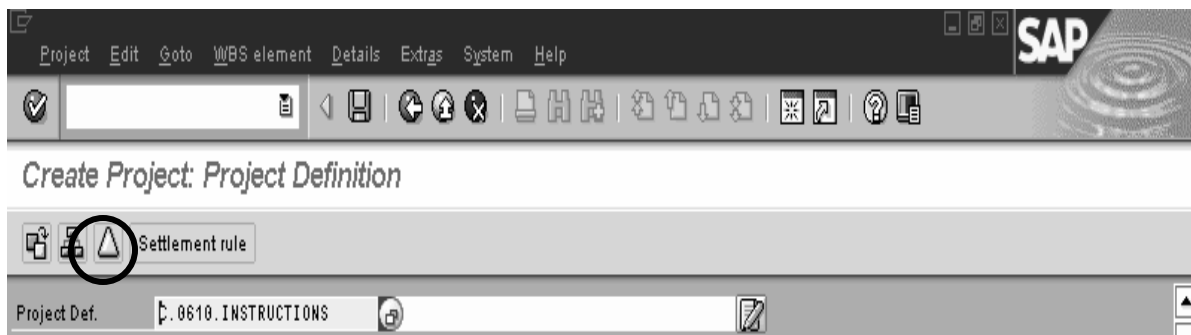
- 8) If the project is statistical, go to the Control Data tab and select Statistical.

Note: All construction projects are non-statistical. Most other projects are statistical.

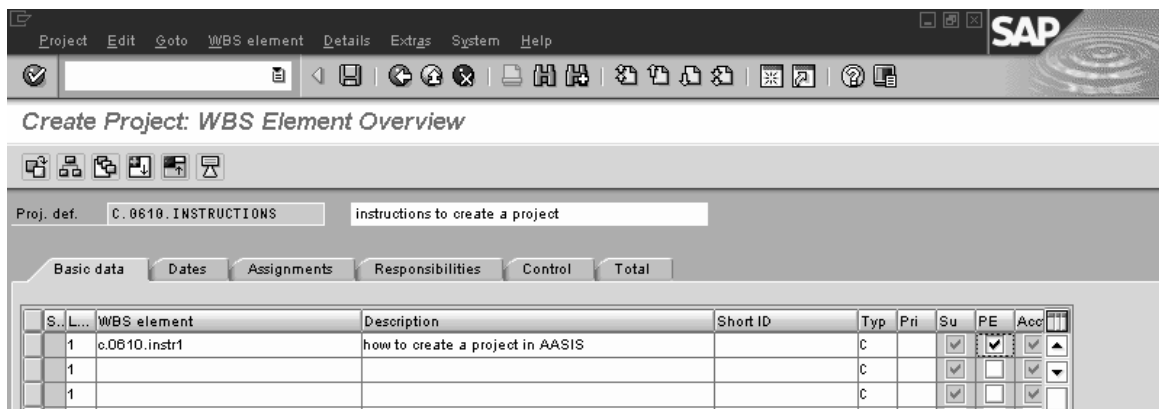


CREATE A PROJECT/WBS ELEMENT

- 9) Click the WBS icon.



- 10) On the Basic Data tab, type in the name and description of the WBS element. Click the PE box.



- 11) Click the Assignments tab.



CREATE A PROJECT/WBS ELEMENT

- 12) Select the Functional Area from the drop down box. This is a new field in Enterprise.

Create Project: WBS Element Overview

Proj. def. C. 0610. INSTRUCTIONS instructions to create a project

Basic data Dates Assignments Responsibilities Control Total

S	Lev	WBS element	CO...	Co...	Bu...	Pl...	Location	F..	Functional Area	Profit Center	Curr...	Subproj
	1	C.0610.INSTR1	ARK	ARK	0610			US	ADMN		USD	
	1		ARK	ARK	0610			US			USD	
	1		ARK	ARK	0610			US			USD	

Functional Area (1) 17 Entries Found

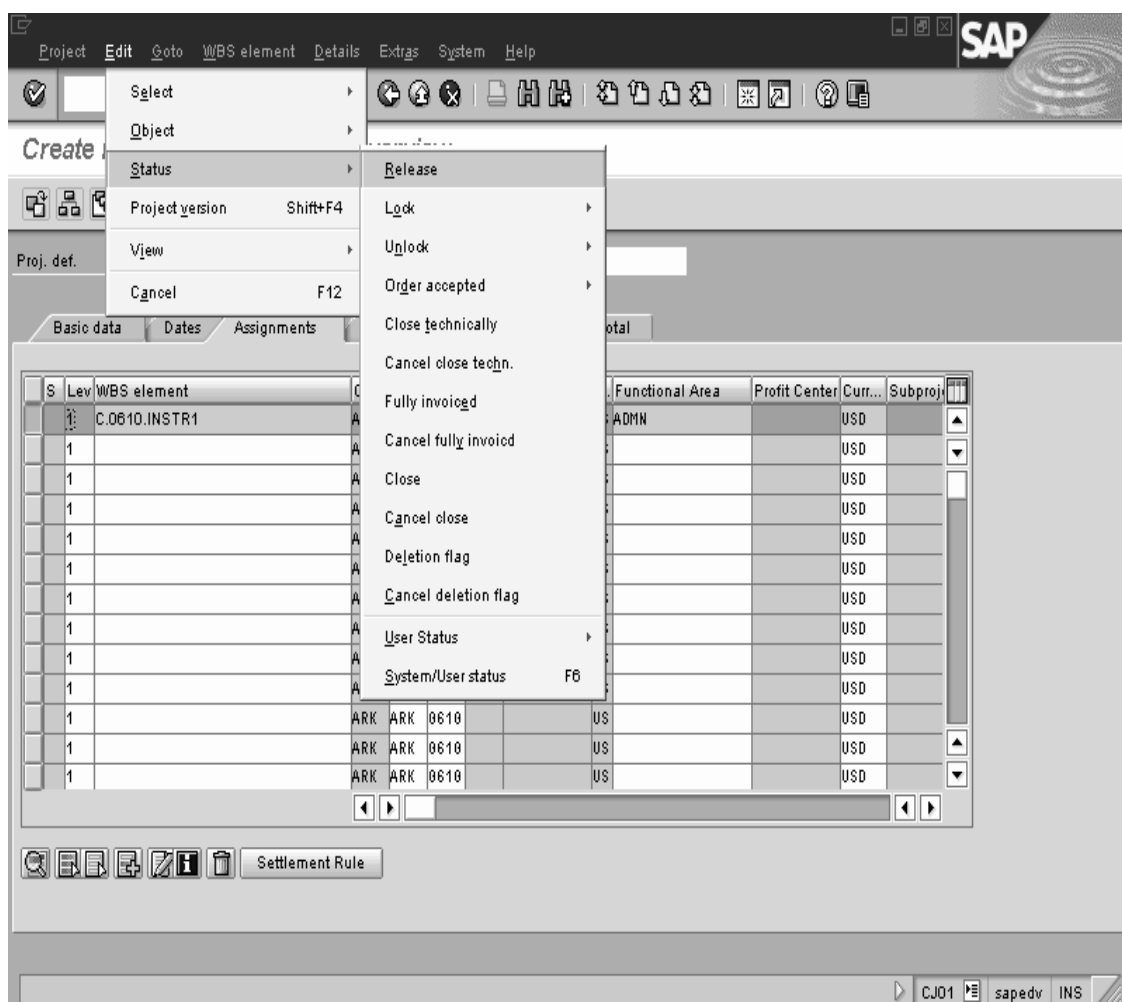
Restrictions

Functional Ar...	Name
ADMN	Fin/Admin/Internal Svcs
CAP	Capital Outlay
CCOL	Community Colleges
CNST	Constitutional/Judicial
COMM	Commerce Promo/Reg
DEBT	Debt Service
DEPR	Depreciation
EDUC	Public Education
HHS	Health/Human Services
PROF	Prof/Svc Boards/Comm
REC	Recreation/Humanities
RETR	Gov Retirement Systems
SFTY	Public Safety/Corrections
TCOL	Technical Colleges
TRAN	Highway/Transportation
UNIV	Universities
VTCH	Vocational Technical Inst

17 Entries Found

CREATE A PROJECT/WBS ELEMENT

- 13) Add more WBS elements as needed.
- 14) The WBS elements must be released to allow postings. These can be released individually by selecting from the WBS element screen, or all can be released together from the project screen. To release, select Edit from the menu bar and status>release.



- 15) Save the project.

